**MINUTES SELECTBOARD MEETING**

**Grafton Town Hall Upstairs In Person/Live**

**With accommodation for persons unable to attend in person via interactive Microsoft Teams**

**Monday, November 1, 2021, Following BCA Meeting posted for 5:30 PM**

Present at the meeting in the Town Hall:

Selectboard: Joe Pollio (Chair), John Gregory, Cathy Siano-Goodwin, and Suzanne Welch. Absent Sue Allen-Picone

Also: Dottie Cannon, Joan Lake, Heather and Scott Hitchcock, Mike Field, Sam Battaglino, Hardy Merrill (Lister and Chair of Capital Budget Committee), Danny Taylor (Highway Foreman), and Bill Kearns (Town Administrator).

Present online: Charles Bonin, Nancy Merrill, Eric Stevens and Fact8TV.

1. Call to order: The Chair called the meeting to order at 5:58 pm.
2. Adopt Agenda: It was moved by Suzanne Welch, second by John Gregory, to adopt the agenda as presented. Motion passed unanimously.

3. Approve minutes of the October 18, 2021. Motion by Cathy Siano-Goodwin, second Suzanne Welch to approve the minutes of October 18, 2021, as presented. Motion passed unanimously.

5. Highway Report

* + Paving Route 121 E. Update: Danny Taylor stated the paving was complete and the highway crew was working on shoulders and driveways and finishing up details
	+ Townshend Rd Paving update. Danny Taylor stated that the contractor most likely thought it was a tonnage bid, that is, whatever the tonnage used to complete the job properly, based on the price per ton was the contract. This matter was put off to Executive Session at the end of the meeting based on discussion of contract that might be litigated in court.
	+ Update on guardrails. Danny Taylor stated he was given the date of November 12 for the work to be done. The cost, as approved months ago, is just less than $5000.00. Flaggers are needed, and currently we are without flaggers, and the highway crew is very busy. The contractor will supply its own flaggers at a cost of $600, making the total cost around $5500.00. The guardrails will be installed at the bridge on Cabell Rd and repaired on Rte. 35.
	+ Gravel. Danny asked for authorization to purchase gravel from Eastman for a cost of $21/yd delivered. The cost at the pit would be $16. John Gregory stated because of all the highway work due to the disaster work and contract work on Rte. 121 E and rebuilding of the road, the crew has aa lot of other work to do. The town should pay the $21 and have it delivered. Motion was made by Joe Pollio, second john Gregory to purchase 1000 yds of gravel from Eastman Sand and Gravel at $21/yd delivered to Town Garage area. Motion passed unanimously.
	+ FEMA will visit for a Recovery Scoping Meeting for DR4621 on Tuesday next week at any time. Bill kearns asked if John, Joe, Danny were all available. They are, and bill will ask FEMA to set the time. The Clerk will be asked to be there as well.
1. Clerk/Treasurer: The Clerk Treasurer was not present.
* Budget meetings – Change in schedule for November 9th: After a little discussion it was Moved by Suzanne Welch, second Cathy Siano-Goodwin to change the time of the Budget Meeting on Tuesday November 9th from its current 10 am start time to 4 to 6 pm. Motion passed unanimously.
1. Act 250 Pre-Hearing – CIC Hitchcock – Issues. Heather and Scott Hitchcock were present at this meeting. It is their application that will be considered, with a Pre-Hearing on November 8th. I was decided that the issues most important to the board were
* economic development, jobs, with the CIC site being intuitively recognized as a good spot for such work,
* renewable energy reliance by 35% or so of Grafton residence using wood stove as primary heat source; and
* the noise levels. John Gregory ad Joe Pollio would represent the Town at the Hearing, whenever that is scheduled to be, and Suzanne Welch would appear at the Pre-Hearing on behalf of the Town and tell the Commission about the representation and issues of particular importance to the Town. Discussion included the fact that as a Municipality the Town may weigh in on any issue raised. Bill Kearns will go to the online site and enter the appearance as well as Suzanne’s statements to be offered at the Pre-hearing.
1. Emergency Management – Appoint persons to the Regional Emergency Management Committee for Grafton. Bill kearns the Grafton EMD asked that Eric Stevens, Grafton Deputy EMD and Robbi Sprague, Grafton Fire Chief be named to the Regional Emergency Management Committee for Windham County as it is being formed by the Windham Regional Commission. Motion by Cathy Siano-Goodwin, second Suzanne Welch to appoint Eric Stevens, Deputy EMD, and Robbie Sprague, Fire Chief to the Regional Emergency Management Committee. Motion passed unanimously.
2. Committee Reports:
	* Cemetery committee: Danny Taylor stated that the cemetery equipment that was being stored at Walter Critchfield house has been picked up and taken to the Town Garage. It consisted of a broken-down push power-mower, weed whacker and a good leaf blower. Max, who has been working with the cemetery crew has a goods push power mower and a weed whacker as well.
	* Highway committee: Discussion of the estimated cost of the Walker bridge as it relates to Capital Budget projections. John Gregory stated that the $4 Million + figure was newly raised to $5.7Million. Hardy Merrill conjectured that it may be in the $7Milion range before done and if so, the Town might look to borrow in lieu of attempting to set aside in Capital Budget enough to cover its 10% share of the cost.
	* Parks committee: ESRA and VOREC grants. Mike Field was present to simply state the ERSA grant application was being prepared. (VOREC was not going to proceed at this time). He also stated that the estimates in cost presented at the last meeting were not actual cost estimates.
	* Personnel committee: Will meet with Kim Record and Michelle Dolloph tomorrow.
	* Buildings committees: Contract signed. Bill Kearns had provided the Selectboard with the Option 1 thru 4 sketches from the Architect designating three possible location options (the lobby, Kim’s office at first door and outside the building west of the Post Office), and one “rule out” location, (the stairwell, and rough estimate costs for each of the three. When asked by the Selectboard Bill Kearns responded that the staff prefers the lobby location both for price and for practicality. Cathy Siano-Goodwin stated that she and Sue Allen, the Building committee members, agreed that that was the best location. After a short discussion Motion was made by Cathy Siano-Goodwin, second Suzanne Welch to select Option 2 for the location of the elevator and to send a message to the architect to proceed with Option 2 as the site for the elevator. Motion passed unanimously. Heat pumps.
	* Water Wastewater committee. Tighe and Bond has yet to respond, and Bill Kearns will contact them about their promise to send new contract documents.
3. Other Business: Received today were the contracts for the maintenance of the Towns generators located at the Grafton elementary School and at the Highway Garage. There is little choice as the generators have to be maintained, the school generator in particular has to be maintained by a licensed entity and the contractors Brook Field Service is the only licensed entity in the area that will work in Grafton. The Selectboard selected the one-time Annual service for the amount of $926 if prepaid by Nov 23 for the GES generator and the same foe the Garage at $432. Motion to accept the Brook Field Services proposals, to pay them and for the Town administrator to execute them on behalf of the town passed unanimously.
4. Public Comment. There was none
5. Next Regular Meeting – Monday November 15, 2021 @ 6:00 PM at the Town Hall and on Microsoft Teams.
6. Executive Session: Motion Cathy Siano-Goodwin, second Suzanne Welch to enter into executive session regarding the Sunapee invoice for Townshend Rd. work, need for session based on possible legal action arising out of the contract and higher actual cost as opposed to the bid amount. Motion passed unanimously. The Selectboard went into executive session at approximately 6:49 PM. The selectboard exited the session at 7:09 PM. Discussion ensued including the point that the Town needs the slips for the asphalt deliveries. Motion was made by Joe Pollio, second Cathy Siano-Goodwin to direct Bill kearns to speak with the Contractor as to his position on the bid, its discrepancies and if he considered it a tonnage needed to doo the job contract and report back to the Selectboard to take action on this at another time. Motion passed unanimously.
7. Adjournment: It was moved by Suzanne Welch, second John Gregory to adjourn the meeting. The motion passed unanimously, and the meeting was adjourned at 7:15 pm.

Respectfully submitted,

William G. Kearns